

INFORMATION CONCERNING BACKGROUND CHECKS FOR UNLICENSED PLACEMENTS*This page to be presented by DCS to the primary caregiver in the household*

I understand that the Department of Child Services (DCS) is required to conduct a background check before placing a child in my home. For that reason, I am providing information about myself and any children under age 18 living in my home. I understand that this information will be used only for this purpose and will not be disclosed to anyone except as necessary to the completion of these procedures. The checks will include the following sources:

- 1) Limited criminal history data maintained in the records of the Indiana State Police.
- 2) Juvenile history data maintained in the records of the Indiana State Police that has not been sealed under Indiana law.
- 3) A national fingerprint-based criminal history background check through the FBI, including an initial name-based check if this is an emergency placement.
- 4) A check of child protection services records maintained by the department, any county office, or any agency in another jurisdiction where I have resided, regarding any substantiated finding of child abuse or neglect.
- 5) A check of the sex and violent offender registry for Indiana or any other state.
- 6) A check of local police and sheriff records.

I understand that I and everyone aged 14 and older living in my home must be fingerprinted at an Indiana State Police post or at the following local law enforcement office(s):

I also understand that I must present valid identification and complete all required information on the fingerprint card (see sample below). I must return all completed fingerprint cards and forms to the local DCS office located at:

Furthermore, if this is an emergency placement, I understand that if I fail to deliver the fingerprint cards to the DCS office by _____ (date and time within 72 hours), and children have been placed in my home, the local DCS office will **remove the children from my home**.

I understand that if any of the checks conducted by DCS reveal a record, I will receive written notice of the denial. Should I wish to challenge the report (see appeals information below), placement of the child in my home may be reconsidered after the final outcome of my appeal is made available by the Indiana State Police or FBI.

SAMPLE FINGERPRINT CARD (top half)

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK				FBI		LEAVE BLANK	
				LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME			
				<u>SMITH</u>		<u>JOHN</u>		<u>JAMES</u>			
SIGNATURE OF PERSON FINGERPRINTED		<u>John Smith</u>		ALIASES <u>AKA</u>		OR <u>IN920430Z</u>		DEPT CHILD SRVCS		DATE OF BIRTH <u>DOB</u>	
RESIDENCE OF PERSON FINGERPRINTED		<u>123 MAIN ST.</u>						<u>INDIANAPOLIS, IN</u>		Month <u>03</u> Day <u>10</u> Year <u>65</u>	
DATE		<u>8-1-05</u>		CITIZENSHIP <u>CTZ</u>		SEX <u>M</u>		RACE <u>C</u>		HEIGHT <u>5'11"</u>	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		<u>Officer Jones</u>		YOUR NO. <u>OCA</u>		WEIGHT <u>180</u>		EYES <u>BRO</u>		HAIR <u>BRO</u>	
EMPLOYER AND ADDRESS				FBI NO. <u>FBI</u>		PLACE OF BIRTH <u>POB</u>				<u>ANYTOWN, IN</u>	
REASON FINGERPRINTED		<u>EMERGENCY PLACEMENT</u>		ARMED FORCES NO. <u>MNU</u>		CLASS				REF	
				SOCIAL SECURITY NO. <u>SOC</u>							
				<u>310-50-1234</u>							
				MISCELLANEOUS NO. <u>MNU</u>							
				<u>BLUE COUNTY</u>							

Criminal or Juvenile History Appeals: The subject of a record may initiate a challenge as to the accuracy/completeness of any entry on his/her record. For Indiana entries on the report, challenges should be directed to the Indiana State Police, Records Division, Indiana Government Center North, Room N302, 100 North Senate Ave., Indianapolis, IN 46204. For federal entries on the report, challenges should be directed to: FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. **All Other Criminal/Civil History Appeals:** The local DCS office will provide contact information for the appropriate agency.